

DISTRIBUTION OF NON-LIBRARY MATERIALS

POLICY QUESTIONS TO ADDRESS

1. Will the library distribute non-library materials to library users or allow its premises to be used for the distribution of non-library materials?
2. Why was the decision to distribute or not distribute non-library materials made?
3. How does the distribution of non-library materials support the library's goals and objectives?

REGULATIONS QUESTIONS TO ADDRESS

1. If the library is willing to distribute non-library materials, which organizations are eligible to have their materials distributed:
 - a. local, state and/or federal government?
 - b. educational institutions? public schools? private schools?
 - c. non-profit organizations
 - d. Friends of the Library? The Library Foundation?
 - e. community organizations and clubs?
 - f. for profit companies?
 - g. individuals offering a service?
 - h. other?
2. If the library is willing to distribute non-library materials,
 - a. how does an individual or organization indicate their interest in having their items distributed?
 - b. what criteria are used to determine which items may be distributed and who is responsible for enforcing the criteria?
 - c. who determines whether the material meets the criteria for distribution?
 - d. may items advertising programs and events for which there is a fee be distributed?
 - e. are there guidelines that govern the size of the literature, how long it will be available for distribution etc?
 - f. is there a maximum, minimum or fixed period of time that items may be made available for distribution?
 - g. will surplus copies be returned to the owner? If so, under what circumstances?
3. If the library is willing to distribute non-library materials, must the individual or organization that developed them reside within the immediate service area of the library?
4. If the material is distribute inside the library, where may it be placed?
5. May the individual or organization that wishes to have the material distributed provide display racks for the material that is to be distributed?
6. Who is responsible for the appearance of the area where the material is stored?

7. May storage containers (display racks etc.) be placed outside the library to facilitate the distribution of non library materials? If so,
 - a. are the distribution racks provided by the library or are they provided by the individual or organization that wishes to have their material distributed?
 - b. how does an organization indicate their interest in distributing their material outside the library>
 - c. where may the racks be placed?
 - d. is there a limit on the size or type of distribution rack that may be used?
8. What will be done with materials that are left for distribution but do not meet the criteria for distribution by the library?
9. If there are complaints about the Distribution of Non-Library materials policy or how it was implemented,
 - a. to whom is that complaint made?
 - b. what process will be followed to address the complaint?
10. If there is a complaint about an item that is being distributed,
 - a. to whom is that complaint made?
 - b. what process will be followed to address the complaint?

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